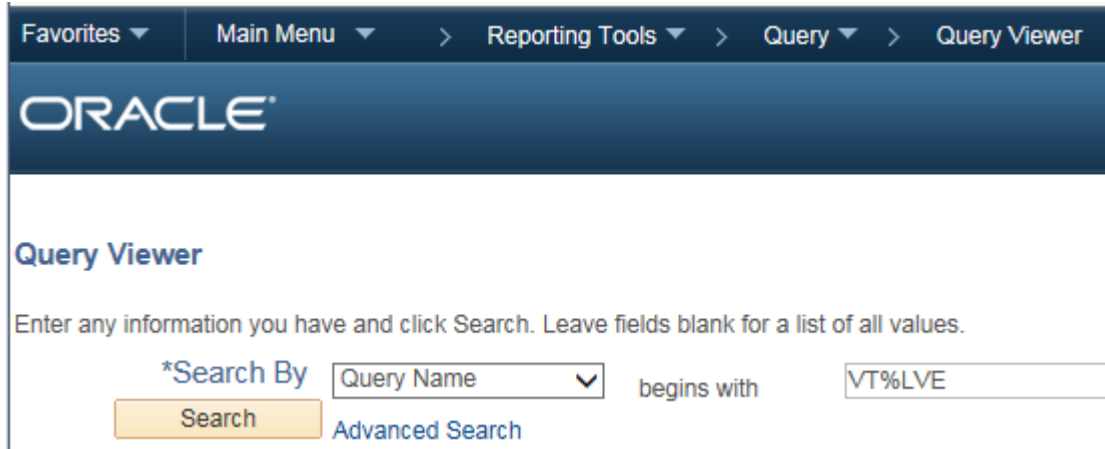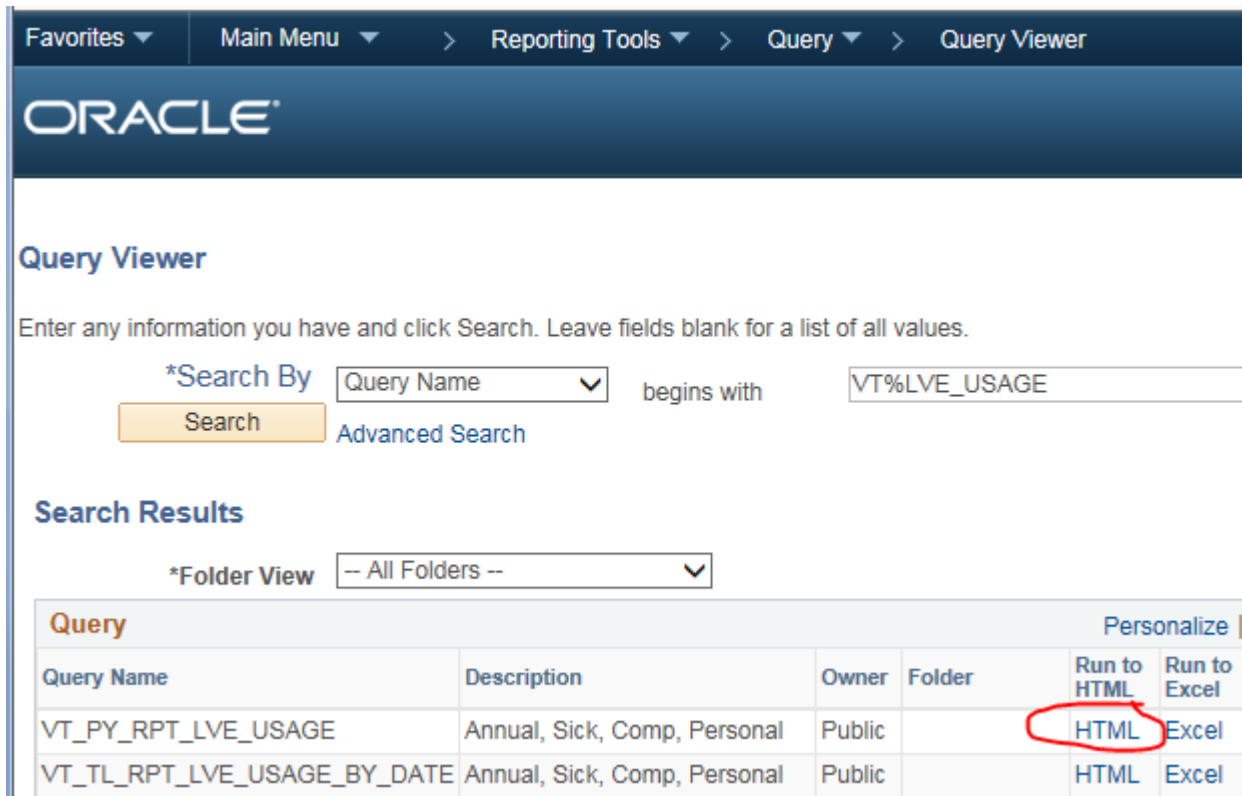Query Viewer Instructions:
To Navigate to Query Viewer, go to Main Menu – Reporting Tools – Query – Query Viewer

Enter the first query you wish to view in the Query Name field and hit the Search button. You can always use a wildcard character (%) to do a partial search, so to look for all queries on leave, search for VT%LVE

Click on the HTML link to the right of the query name:

This will pop up another window with the output of your query. You may need to change the popup settings on your computer for the window to open.

From this window you can also download the results to Excel or CSV:

VT_PY_RPT_LVE_USAGE - Annual, Sick, Comp, Personal

From Pay End Date: 06/14/2014
To Pay End Date: 06/14/2014
Reporting Entity ID like: 86
Dept ID like: %
Empl ID like: %

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (1197 kb)

If the results say "No matching values were found", please review the prompts to see if any were left blank. Any prompt that contains the word "like" must either have data entered or the wildcard character % entered – please also see the reporting FAQ for more tips.

VT_PY_RPT_LVE_USAGE - Annual, Sick, Comp, Personal

From Pay End Date: 06/14/2014
To Pay End Date: 06/14/2014
Reporting Entity ID like:
Dept ID like: %
Empl ID like: %

[View Results]

No matching values were found.